



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
1901 S. ALAMO STREET, SAN ANTONIO TEXAS 78204 (210) 207-1111
COMMERCIAL - BUILDING PERMIT APPLICATION

USE OF THIS APPLICATION

This application is intended for a new commercial building, a structure or an addition to an existing commercial building. This application may be used for phased permitting of a new building – permit for a foundation, a building shell, and/or a first time interior finish-out.

For grading only, please use the [Commercial Grading Permit Application](#).

For grading and additional site work, use the [Commercial Site-work Permit Application and checklist](#).

For a remodel project in an existing building, use the [Commercial Remodel Permit Application](#).

REQUIRED – COMMERCIAL BUILDING CHECKLIST – INFORMATION BULLETIN 103

In addition to this application, the checklist ([IB 103](#)) is required to be filled out. If the design submittal requires a design professional, IB 103 is required to be signed by the Registered Design Professional in Responsible Charge and submitted with this application.

DESIGN PROFESSIONALS AND RESPONSIBILITIES

Chapter 10 of the City ordinances Section 10-8(c)(4) requires the owner to designate on the building permit application a registered design professional who shall act as the **Registered Design Professional in Responsible Charge (RDPiRC)**. In cases where the owner and contractor are the same the City may designate the RDPiRC. Please refer to [Information Bulletin 132](#) Program Policies, Procedures & Guidelines, Lists, Notice Forms and Report Forms for Special Inspections.

The design submittal may require a design professional who shall be an architect or engineer legally registered under the laws of the State of Texas regulating architecture and engineering and shall affix their official seal to drawings, specifications, and accompanying data. You may check the following websites for more information relating to when an architect or engineer must be engaged for design (and construction, in the case of architects):

- [Texas Board of Architectural Examiners](#)
- [Texas Board of Professional Engineers](#)

Chapter 10 Section 10-8(a) requires a design professional to prepare the construction documents for the following:

- All group A (Assembly) – Theaters, restaurants, bars, churches, Stadiums, etc.
- All group E (Educational) – Day cares, grades 1st – 12th, religious educational rooms, etc.
- All group I (Institutional) – Care facilities, assisted living facilities, social rehabilitation facilities, etc.
- Buildings and structures three stories or more high.
- Buildings and structures 5,000 square feet or more in area.
- Electrical Engineering: Installation or alteration of any equipment on the customer side of the utility point of delivery (service point) rated over four hundred (400) amps at two hundred fifty (250) volts or less; rated at over two hundred (200) amps at greater than two hundred fifty (250) volts; any system above six hundred (600) volts; or when required by the Texas Engineering Practice Act.

For landscaping plans, a Landscape Architect seal is required when the new impervious surface (combination of building, parking lot, sidewalks) exceeds 4,300 square feet. – *UDC* Section 35-511 (b).

STEPS TO OBTAIN A COMMERCIAL BUILDING PERMIT

1. Begin with a legal description printout and verified the address.
2. Ensure that the property is properly zoned and platted or that platting is in process before submittal of plans. A permit will not be issued without proper zoning.
3. Prepare construction documents in compliance with all applicable codes.
4. Complete all related paper work, (drainage forms and/or reports, TIA worksheet, tree affidavit, accessibility AB number, etc)
5. Submit to Development Services (DSD) the attached application along with two identical sets of construction documents containing the items on the IB 103 checklist, Include one additional copy of the tree preservation and landscaping plan.
6. Pay the appropriate plan review fees (amount of fees is provided as part of intake).
7. Re-submit as required through the plan review process.
8. Pay the building permit fees once contacted that plan review is complete.
9. Pick up the contractor set of approved plans for construction.

SUBMITTAL OF THE CHECKLIST AND APPLICATION – COMPLETENESS REVIEW (CAR)

The review period for completeness and assignment of submittals for commercial building permits is three working days from time of submittal. If the application, construction documents and all required review agency documents are complete, the official city clock for plan review will start the day that the plans were received. If the submittal package is not complete, the design team/owner will be provided with a list of items in writing that need to be submitted and the city plan review clock will start when the application is complete. Incomplete applications will remain with the CAR team for a period of 30-days. If the application is still incomplete after this time, the application will be considered abandoned.

Location:

Cliff Morton Development and Business Center
Development Services Department
1901 S. Alamo Street San Antonio, Texas 78204
Hours: Monday – Friday 7:45 to 4:30
(210) 207-1111

ELECTRONIC PLAN REVIEW

The City of San Antonio is accepting plans electronically. Please review [IB 216 Electronic Plan Review](#) for information and requirements.

OTHER REQUIREMENTS

Businesses with Locational and Zoning Verification Requirements: Certain businesses have distance requirements to schools, churches, etc. (Alcohol Sales, Bed and Breakfasts, Community Homes for Disabled Persons, Head Shops, Transitional Homes, Sexually Oriented Business, and Gaming Devices), and may have zoning verification letters required. In order to ensure the distance requirements are met, the department requires customers to submit an Affidavit stating that the proposed business meets the locational requirements and a certified site map prepared by a state licensed engineer or state licensed surveyor. In addition, if the applicant is not the owner of the property, the department requires authorization by the property owner. See [IB 126a](#)

Specifications

The City of San Antonio does not accept printed versions of specifications, i.e. “spec books”. Any specifications submitted as part of the construction documents are required to be submitted on CD.

Shell Buildings

A building permit issued for phased construction for a foundation or a shell building does not receive a certificate of occupancy (C of O), rather will be issued a letter of completion. Issuance of a certificate of occupancy requires the final phased permit for a first time finish out. For more information on definitions and types of shell permits, please refer to [IB 162 Shell Building Permits](#).

OTHER PERMITS THAT MAY BE REQUIRED

In submitting projects for permits, several types of work will require separate permits, even if the information is shown on the construction plans submitted to the City of San Antonio. **Utilities in right-of-ways** or public easements, as well as **utility connections to a public system** are not reviewed by DSD. It is the responsibility of the design team to submit utility designs to SAWS or other utilities and to obtain permits from them to tie into existing sanitary and water supply systems. All **civil work within the public right-of-way** requires a separate flatwork/driveway/curb permit. If **swimming pools** are being proposed, these require a separate permit submittal. Any **monuments** for which will support a sign require a separate sign permit and will not be included in scope of the building permit when issued. For a **retaining wall** (even if shown on the plans), a separate permit is required (See [IB 171](#)).

ADOPTED CODES

The owner, the owner's design professionals and contractors are responsible for compliance with the requirements of the various adopted Codes and Ordinances of the City of San Antonio, Texas. The City of San Antonio is currently under the 2015 *International Codes*, the 2009 *International Energy Conservation Code* and the 2014 *NEC*. The list of adopted codes and local amendments for these codes can be found at: [New Chapter 10 – Building Related Codes](#)

In addition proposed projects must comply with other city development ordinances for: zoning, platting, traffic impact analysis, storm water management, tree preservation and tree canopy, buffers and landscaping, lot layout and setbacks, building height and density, infrastructure standards including sidewalks, overlay zoning district requirements and off-street parking requirements. These requirements are located in [Chapter 35 of the City Codes](#). Other City ordinances that may impact a proposed development are located at: <http://library.municode.com/index.aspx?clientId=11508>

EXPIRATION OF PERMITS

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

CITY OF SAN ANTONIO
COMMERCIAL – NEW BUILDING PERMIT APPLICATION
 (New Buildings, Structures, Foundations, Shells, Interior Finish-outs, and Additions)
 The 2015 International Building Codes and 2014 NEC Apply

0	AP No.:				TDLR No.:				PLAT No.:			
1	Project Name:											
	Site Address:						Building No.:			Suite No.:		
2	Legal Description		NCB:		Block:		Lots:					
	Existing Zoning:				Is this property in a Form Based Zoning District? Yes No							
3	Owner:						Phone:			Fax:		
	Address:						Email:					
	City:			AC#			State:		Zip Code:			
4	Contractor:						Phone:			Fax:		
	Address:						Email:					
	City:			Contr. ID#			State:		Zip Code:			
5	Architect/Engineer/Designer of Record/(RDPiRC)						Phone:			Fax:		
	Address:						Email:					
	City:			AC#			State:		Zip Code:			
	If a registered design professional is required by the State of Texas, and that design professional requires construction special inspection services, the owner shall contract with and hire a registered design professional in responsible charge (RDPiRC). See Information Bulletin 132. The RDPiRC and the special inspectors may not be in the employ of the general contractor, subcontractors or material suppliers. The RDPiRC implements the special inspections program and is responsible for the List of Required Special Inspections and Final Report. The owner is responsible to notify Development Services when the RDPiRC changes during construction.											
6	Structural Engineer:						Phone:			Fax:		
	Address:						Email:					
	City:			AC#			State:		Zip Code:			
7	Contact Person:						Phone:			Fax:		
	Address:						Email:					
	City:			AC#			State:		Zip Code:			

City of San Antonio

COMMERCIAL – NEW BUILDING PERMIT APPLICATION

8	Type of Work (circle one): (For remodels use the Commercial Remodel Permit Application)		New Building/Structure	Foundation				Shell Only			
			White Box	First time Interior Finish-Out				Addition			
9	Scope of Work: (Provide as much detail as possible. If there are items shown on the construction plans that are not part of the scope of the permit, list these items. Attach separate pages as needed)										
10	Describe the principal products or services that will be provided at the project address:										
11	Construction Type (IBC): (Circle Applicable)		I A	I B	II A	II B	III A	III B	IV	V A	V B
12	Occupancy Group per IBC: (Circle as Applicable)		Assembly		Business (office)		Educational (thru 12 th grade)		Factory		High-Hazard
			Institutional		Mercantile		Residential		Storage		Utility
13	Stories:		Total Building Height (ft.):				Height to Highest Floor (ft.):				
14	Trade Work to be Done (circle as appropriate):				Mechanical		Electrical		Plumbing		
15	Water Available?		Yes		No		Sewer Available?		Yes		No
16	Have you had a Preliminary Plan Review?										
	If so, when?					Preliminary Plan Review #:					
17	Will FOOD be sold? Does this project have any of the following uses? Restaurant, Fast Food, Grocery Store, Bar, Liquor store, Bingo Parlor, Bowling Alley, Convenience Store, Child Care Facility, School (public or private), Swimming Pool, Paint and Body Shop, Hotel or Motel, or any type of retail establishment that sells or serves food or drinks whether open, or pre-packaged or pre-bottled. Includes any remodel projects that contain these same uses.				Yes	No	If yes, a plan review by the health department and a health inspection is required to obtain a Certificate of Occupancy.				

City of San Antonio

COMMERCIAL - NEW BUILDING PERMIT APPLICATION

18	Is this a care facility such as an assistant living facility, boarding home, community home, nursing facility located in a single-family residential zoning district?	Yes	No	If yes, zoning approval is required For nursing homes, Health Inspection required
	Will there be any gaming devices ?	Yes	No	If yes, Gaming Device Affidavit and traffic review of site plan
	Is this a Transitional Home (Halfway House)?	Yes	No	If yes, affidavit regarding locational requirements with survey and zoning approval are required (§35-390 of UDC)
	Is this a Bed and Breakfast or Inn?	Yes	No	If yes, affidavit regarding locational requirements with survey and zoning approval are required (§35-374 of UDC)
	Is this a Head shop ?	Yes	No	If yes, affidavit regarding locational requirements with survey and zoning approval are required (§35-377 of UDC)
	Is this a Specified Financial Institution, Payday Loan, or Check Cashing Business ?	Yes	No	If yes, zoning approval is required
	Is this an Automotive Repair/Maintenance, Body Shop or Tire Shop ?	Yes	No	If yes, affidavit in Support of Certificate of Occupancy (Automotive Repair/Maintenance, Body and Tire Shop) and zoning approval are required
	Is this a Salvage Yard and/or Metal Recycling Facility ?	Yes	No	If yes, License issued by Code Enforcement Division of Development Services Required (Note: you will be required to submit a Zoning Verification Letter before Code Enforcement will issue the License). See IB 800 for additional information.
	Will alcohol be sold?	Yes	No	If yes, affidavit regarding locational requirements with survey is required (Chapter 4, City Code) before the department will sign off on the TABC Application to sell alcohol for this address
	Is this a Bar, Tavern or Nightclub ?	Yes	No	If yes, provide the square footage (exclude kitchen, restrooms and storage area) Zoning approval is required Health Inspection required
	Square Footage: _____			
	Will you have live entertainment ? (A use which includes any and all of the following activities, either principal or accessory: performance by musicians, dancers, stand-up comedians or other performance artists, karaoke, live bands or musical acts; or the amplification of recorded music/entertainment by live disc jockeys)	Yes	No	If yes, Zoning approval is required.
	Will you have a cover charge three or more nights a week ? (A fee levied by a food service establishment, bar, nightclub or tavern in addition to the charge for food and/or drink)	Yes	No	If yes, Zoning approval is required
Is this a Sexually Oriented Business ?	Yes	No	If yes, SOB Affidavit (with survey) , traffic review of site plan and zoning approval are required (§35-388 of UDC)	
Do you have non-conforming rights for the building use ?	Yes	No	If yes, Zoning approval is required	

City of San Antonio

COMMERCIAL - NEW BUILDING PERMIT APPLICATION

19	Valuation \$: (Includes all materials and labor)	Expected Date to Start Construction:				
	Is grading or other work being done in or near a CPS Energy Easement that may affect a CPS Energy pole/tower/structure? Circle One:	Yes	No			
20	City Project?	Yes	No	If Yes, Which City Department?		
FOR A BUILDING ADDITION						
21	Existing Building Square Footage:		New Total Square Footage:			
	Existing fire sprinkler system?	Yes	No	Proposed fire sprinkler system?	Yes	No
	Existing standpipe system?	Yes	No	Proposed standpipe system?	Yes	No
	Existing fire alarm system?	Yes	No	Proposed fire alarm system?	Yes	No
	Existing detection system?	Yes	No	Proposed detection system?	Yes	No
	Existing smoke control?	Yes	No	Proposed smoke control?	Yes	No
ENERGY CONSERVATION						
22	Method of Energy Compliance? (circle one) C401.2	Prescriptive Path		ANSI/ASHRAE 90.1	Bldg Performance Path	
	Building Envelope Air Leakage Compliance - Which Method is Being Used? C402.5 (circle one)		Thermal Envelope Pressure Testing	List of Materials and Assemblies		
23	NOTICE					
	<p>Some uses require a State of Texas or other local license to operate. Please note you can only operate your business if you have a valid state or local license for your particular use. Obtaining a construction permit does not ensure that the state, county or city will issue a license.</p> <p><i>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that this permit belongs to the property owner. I acknowledge that my project may be subject to the requirements of the Fair Housing Act (FHA), the Americans with Disabilities Act (ADA), the Texas Accessibility Standards (TAS), and section 504 of the Rehabilitation Act of 1973. It is my responsibility to ensure my project complies with those requirements. I affirm that for information I will contact: 1-800-949-4232 for ADA, 1-800-767-7468 for FHA, or 1-800-803-9202 for TAS.</i></p>					
24	Applicant Signature:				Date:	
25	Owner Signature (REQUIRED or sign statement below - Authorized Agent) *:				Date:	
	Owner Printed Name:					

* Owner's Authorized Agent:

I CERTIFY THAT I AM AN AGENT OF